

GREATER ST. LOUIS FEDERAL EXECUTIVE BOARD

2002 Excellence in Government Awards Program

Purpose: this annual awards program is designed to recognize outstanding federal employees—civilian, postal, military--for their individual and team accomplishments in both the work place and the community at large.

Evaluation Period: Raters should focus on the nominee's contributions during calendar year 2001. However, some projects may encompass a longer time span, and in those cases the evaluation period can be extended particularly to allow the rater to fully discuss the impact of the individual or team activity.

Categories:

EXECUTIVE: command, installation, and agency heads

MANAGER: key staff managers, and other managers above the first-line supervisory level

SUPERVISOR: first-line supervisors, regardless of the nature of the work performed by their subordinates. Managers and executives are not included in this category

TRADES AND CRAFTS: employees engaged in the performance of skilled and unskilled work involved in any of the manual trades, crafts, and laboring occupations (i.e., carpenter, plumber, electrician, etc.)

LAW ENFORCEMENT: those employees engaged in enforcing civil or criminal laws or protecting life and property including criminal investigators, postal inspectors, civil rights investigators, housing inspectors, inspector general staff members, occupational health inspectors, police officers, and guards. The enforcement activities may extend to investigations of citizens, units of state and local government, or private industry

PROFESSIONAL/SCIENTIFIC: those who are employed in professional work in any of the professions or sciences (i.e., sciences, accounting, health care, engineering, architecture, cartography, law, mathematics and statistics, etc.)

SECRETARIAL/CLERICAL: employees who perform work involved in stenography, typing correspondence, mail and file work and other work of a clerical nature

ADMINISTRATIVE/TECHNICAL: employees who are engaged in performing administrative work in any occupational area which is non-supervisory in nature and which is not specifically covered in one of the other categories listed (i.e., management analyst/technician, personnel, contract technician, etc.)

TEAM PERFORMANCE: any team of employees who have completed a job related special project or significant accomplishment

INDIVIDUAL COMMUNITY SERVICE: employees who, in addition to good job performance, have contributed their time and talents to community betterment through volunteer work in civic or humanitarian activities

TEAM COMMUNITY SERVICE: any team of employees who, in addition to good job performance, have contributed their time and talents to community betterment through volunteer work in civic or humanitarian activities

Criteria For Job Related Awards:

Discuss the nominee's job performance, citing examples that reflect:

- initiative
- innovation
- efficiency
- accuracy
- cooperation
- dedication
- customer service
- other qualities related to the excellence of the nominee's work

Discuss the impact of the nominee's effort and contributions to:

- agency mission and customers
- other government agencies
- the general public

Identify awards, commendations, or other recognition received, in the past two years that support this nomination.

Criteria For Community Service Awards:

- Significant involvement in a professional, charitable, community service organization
- Specific contribution to the advancement of professional goals
- Specific contribution to enhancement of neighborhood, schools, community at large

What To Submit:

1. Each nomination package must include the appropriate cover sheet for either an individual or a team.
2. The narrative nomination is limited to two typed pages using Arial 12 point. The narrative must be submitted in the enclosed format.
3. The package must include the original and one copy of the nomination.

Closing Date: Nominations must be **postmarked** by Wednesday, March 6, 2002.

Mail To:

Federal Executive Board
1520 Market Street, Room 2025
St. Louis, MO 63103

Questions: Federal Executive Board staff at 314-539-6312

The Award Recipients will be announced on May 8, 2002. [Click here for Word format nomination forms.](#)

**ST. LOUIS FEDERAL EXECUTIVE BOARD
2002 EXCELLENCE IN GOVERNMENT**

**NOMINATION COVER SHEET
INDIVIDUAL AWARDS**

Award Category: _____

Name of Nominee: _____

Title and Grade/Rank of Nominee: _____

Point of Contact and Phone Number: _____

Department or Agency: _____

Command/Installation/Office: _____

Address (street, city, state, zip): _____

Agency Level: *circle one* I (400 or less employees) II (400+ employees)

Name of Agency Head

Signature and Date

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**NOMINATION COVER SHEET
TEAM AWARDS**

Award Category: _____

Team/Group Name: _____

For each team/group member list the following:

Name

Title

Grade/Rank

Name of individual who will accept the award (if a winner): _____

Point of Contact and Phone Number: _____

Department or Agency: _____

Command/Installation/Office: _____

Address (street, city, state, zip): _____

Agency Level: *circle one* I (400 or less employees) II (400+ employees)

Name of Agency Head

Signature and Date

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NOMINATION FORM

Narrative (Not to exceed two pages.)

Nominee: _____

Award Category: _____

Background

Impact of the effort(s)

*Contributions to the agency and customers

Summary

*Note: For community service awards, the category will be contributions to the community.